

BUMEDINST 5040.3  
BUMED-91  
11 Apr 97

BUMED INSTRUCTION 5040.3

From: Chief, Bureau of Medicine and Surgery  
To: All Internal BUMED Codes

Subj: MATERIAL ZONE INSPECTIONS

Ref: (a) U.S. Navy Regulations, 0708  
(b) OPNAVINST 3120.32C

Encl: (1) Material Inspection Guidelines  
(2) Inspection Zones  
(3) Zone Inspection Worksheet

1. Purpose. To provide procedures and responsibilities for conducting monthly material inspections at the Bureau of Medicine and Surgery (BUMED).

2. Background. References (a) and (b) require periodic material inspections be conducted by the commanding officer or, if necessary, the delegated representative. Material inspections are an important source of information for the commanding officer regarding the cleanliness and material condition of the command and means through which problems and discrepancies can be systematically corrected or dealt with. Work spaces must be maintained in a state of cleanliness, readiness, and repair that is commensurate with a good working environment. Also, spaces must be maintained in the safest manner possible. The inspector must be aware of any discrepancies that could lead to injury of our workforce.

3. Policies

a. Conduct material zone inspections the second Friday of every month. Only the Chief of Staff (MED-09B) may modify the inspection schedule.

b. The Chief of Staff will appoint all inspectors and recorders.

4. Responsibilities

a. Department Heads. Department heads shall ensure their spaces are prepared for inspection and that a work request file or log for all outstanding deficiencies and discrepancies is maintained. This log should reflect work requests on file with the facilities manager (MED-913C) and should have annotations regarding the status of the work request.

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b. Inspection Officers. Inspection officers shall follow enclosure (1).

c. Division Heads. Division heads must issue work requests, via their executive assistant, to correct reported material discrepancies within 3 working days. Division heads must also advise the Chief of Staff, by memorandum, of work requests submitted and corrective actions taken.

d. Facilities Manager. The facilities manager is responsible to the Head, Support Services Branch (MED-913) for effecting remedial actions on discrepancies.

## 5. Procedures

a. The Director for Headquarters Administration (MED-91) shall provide each inspection officer with a clipboard identifying the zone to be inspected. Enclosure (2) applies. The clipboard shall contain a copy of the previous inspection report.

b. Clipboards will be available at the Information Desk at 0745 on the morning of the inspection.

c. Inspection officers shall report to MED-91, at the Information Desk, at 0755, for any special instructions.

d. Inspection officers shall provide a legibly signed copy of enclosure (3), indicating the results of the inspection to MED-91 not later than 1400 the day of inspection.

e. Inspection reports shall be routed to the Chief of Staff for comment and approval and distributed to the assistant chiefs for action.

S. T. FISHER  
Deputy



## MATERIAL INSPECTION GUIDELINES

### 1. Objectives

- a. Observe order and cleanliness throughout the command.
- b. Observe the operating status of equipment and the need for maintenance or repair.
- c. Observe the material condition of the buildings and grounds and recommend corrective action as necessary.
- d. Identify excess and obsolete equipment so prompt disposal action may be initiated.
- e. Identify any wasteful practice and obvious misuse of supplies and equipment.
- f. Detect safety deficiencies, in structure, equipment, or staff practices.
- g. Check all heads for cleanliness and function.
- h. Check all work spaces cleaned by contract personnel for compliance with the contract.
- i. Check the condition of fire-fighting equipment and whether it is available within a workspace.

### 2. Procedures

- a. Inspect all spaces using the above objectives for guidance to formulate recommendations and provide corrective action.
- b. Determine whether corrective action has been taken on previous discrepancies. Do not cite repeat nonsafety deficiencies if a work request is on file, unless the work request is more than 60 days old.
- c. Direct immediate corrective action on any life-threatening discrepancies or practices.

Enclosure (1)  
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## INSPECTION ZONES

### **ZONE 1 - Buildings One and Two**

#### Building One

Basement  
First floor  
Second floor  
Third floor

#### Building Two

Basement  
First floor  
Second floor

### **ZONE 2 - Buildings Three and Four**

#### Building Three

Basement  
First floor  
Second floor  
Attic

#### Building Four

Basement  
First floor

### **ZONE 3 - Building Five and Entire Compound**

#### Building Five

Basement  
First floor  
Second floor  
Attic

#### Grounds

Entire compound

### **ZONE 4 - Buildings Six and Seven**

#### Building Six

Basement  
First floor  
Second floor

#### Building Seven

Basement  
First floor  
Second floor  
Attic

Enclosure (2)  
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ZONE INSPECTION WORKSHEET

DATE: \_\_\_\_\_

GRADING:

UNSATISFACTORY (U)  
SATISFACTORY (S)  
OUTSTANDING (O)

INSPECTING OFFICER: \_\_\_\_\_

BUILDING	ROOM	GRADE	DISCREPANCIES NOTED AND COMMENTS

Overall Grade: \_\_\_\_\_

Comments:

Enclosure (3)